

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Tool Name: 2.X Background Checks	Effective Date: TBD
	Reference: Chapter 8 (Unlicensed Placements); Chapter 10 (Adoption)	Version: 1

Indiana State Juvenile History

This check will be initiated automatically when ISP receives the fingerprint card for the National Criminal History report. ISP will conduct the search and send the results to DCS central office. For all information regarding fingerprinting and related criminal and juvenile history reports, see separate document, [2.X Tool: Fingerprinting](#).

Indiana Limited Criminal History

A Limited Criminal History contains only felonies and class A misdemeanor arrests within the state of Indiana, which include a disposition. Completeness of this information is based upon county participation

This search is available online at <https://secure.in.gov/apps/isp/lch/>. The user must submit a valid password to run the query. Results are immediate. For assistance with password issues please email FieldOps@dcs.in.gov.

Additional directions:

Please disregard the request for Client ID (it is an optional field). Do not agree to a fee if you are asked. This is an indication that the login was incorrect at the first screen. Answer the following questions in this manner:

- 1) Do you have not-for-profit status? NO
- 2) Do you have an ISP customer number? NO
- 3) Are you currently an accessIndiana subscriber? YES

Sex and Violent Offender Registry

This is a registry of individuals who have been convicted of sex and/or violent crimes. For Indiana, the link is: <http://www.insor.org/insasoweb/> For all other states, the link is: www.fbi.gov/hq/cid/cac/states.htm.

CPS History

In Indiana, CPS history is checked by searching the electronic Central Client Index (CCI) and to the extent possible, all hard copy records. The CCI database is accessible through ICWIS or online at <http://www.in.gov/dcs/protection/online services.html>. For all other states, use the following link to locate contact information for a CPS administrator who can process your search request: http://www.acf.hhs.gov/acf_contact_us.html#regions.